

ROLES AND RESPONSIBILITIES

CLUB CHAIRPERSON

The Chairperson is responsible for overseeing the activities of the club and the General Committee. They are responsible for the overall relationship between the club and the members and all stakeholders of the club. The Chairperson drives the club towards its purpose, vision, mission and objectives and are expected to make decisions they believe are in the best interests of the club.

RESPONSIBILITIES:

The responsibilities of the Chairperson include but are not limited to:

- Chair meetings and act as a senior committee member throughout the year, making decisions whenever the need arises, in consultation with other committee members.
- Attend meetings in a neutral and uncommitted capacity and enable the committee to have a meaningful discussion.
- Set the agenda for meetings and in conjunction with the club Secretary, ensuring it is in line with the club's constitution.
- Monitor and evaluate the progress of agreed actions – both short term and strategic.
- Constitute and resource any special working groups and ensure that their activities are reported.
- Ensure that the club structure and responsibilities are transparent and available to all members.
- Apply policies and strategies that help guide members to achieve the vision, objectives and aims of the club.
- Be involved in the club's most significant commercial arrangements as necessary.
- Represent the club in key meetings and events.
- Foster relationships at a sufficient level amongst influential citizens which are of benefit to the club.
- Report to the AGM of the club
- Represent the club in key meetings and events.